

**UNISON
INFORMATION DEVELOPMENT OFFICER
CYMRU/WALES REGION**

JOB DESCRIPTION

Grade: 4

Hours: 35 per week

Location: Cardiff Office

Reports to: Cymru/Wales Regional Manager

Accountable to: Cymru/Wales Secretary

Overall Summary

To work with the Regional Teams helping to meet the aims and objectives of UNISON Cymru/Wales by researching data, providing advice and assistance to activists and staff on Service Group and Policy issues and by developing databases using information technology.

Key Tasks and Responsibilities

Specialist/Technical

- To undertake information audits and project work in accordance with Regional Work Plans
- To research material for use by staff, branches, Service Groups and/or the Cymru/Wales Committee and prepare appropriate reports
- To create and maintain policy/information databases and systems using information technology for use by staff and activists

Communication/Co-Ordination

- To work and contribute within appropriate Regional Teams
- To provide advice to staff, activists and members, both verbally and in writing
- To respond to information enquiries from staff, activists, members and external bodies
- To liaise with staff at national and regional level to ensure that priorities and current issues are addressed

- To prepare and/or present briefings on materials produced by the Policy & Information Team
- To liaise with employers and external organisations
- To liaise with political parties and the Wales TUC as appropriate
- To promote, monitor and ensure compliance with UNISON's aims, objectives and policy
- To prepare press and media releases as required

Managerial

- To manage working time effectively to meet objectives within the timetable set

Development/Strategic

- To contribute to the development of Regional Teams, particularly in relation to databases and Information Technology programmes

Administrative

- To create and maintain appropriate administrative and information systems for use within the teams
- To create and maintain databases

General

- Any other duties relevant to the key tasks and responsibilities identified above

**UNISON
INFORMATION DEVELOPMENT OFFICER
CYMRU/WALES REGION**

PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Specialist/Technical

- Experienced/skilled in using Information Technology applications, including working with databases
- Knowledge and understanding of political issues in Wales
- Knowledge and understanding of the trade union movement
- Ability to assimilate and analyse information

Communication/Co-ordination

- Ability to communicate effectively at all levels (internally and externally)
- Excellent written skills including report writing
- Ability to present information and ideas clearly and succinctly

Managerial

- Ability to organise and prioritise work under pressure
- Ability to undertake administrative and organisational activities relating to the work of the Regional Office

General

- Commitment to and understanding of the aims and objectives of UNISON
- Ability to work proactively on own initiative
- Ability to adapt to varying requirements and situations
- Ability to contribute to team working